



Dear Team Leaders,

First let us thank you for deciding to be a part of this Journey to Wellness weight loss challenge and for taking on the responsibility of recordkeeping and being the head champion of your team.

**In your packet you will find several resources available for your use.**

- Administrator Survey
- Education Calendar PDF
- 2 HIPAA Authorizations
  1. Wellness liaison
  2. Employee participant
- JTW WW Guidelines
- Excel data sheet for tracking



The Administrator Survey will be completed at the end of the challenge and sent to Stephanie Marshall. The Education Calendar is a guide for team leaders of what is happening each week. The JTW WW Guidelines outline the program. The Excel sheet is the data collection sheet used in our previous program. You will use this to collect and report data.

Any questions please contact

Stephanie Marshall at [Stephanie.marshall@ky.gov](mailto:Stephanie.marshall@ky.gov) 502/564-5506

or Tracie Meyer at [Tracie.meyer@ky.gov](mailto:Tracie.meyer@ky.gov) 502/564-6731.

**\*\*All participants and team leaders must sign the HIPAA Authorization\*\***

Once HIPAA forms are signed please forward to:

Stephanie Marshall

C/O Personnel Cabinet DEI

501 High Street, 2<sup>nd</sup> Floor

Frankfort, KY 40601